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ABSTRACT

The handbook presents guidelines for successful jobseeking. Information is presented to aid the job applicant in developing skills that will increase the chances of finding the job of his or her choice. Topics covered include: sources of employment information; self-evaluation; resume writing; grooming; job interviews; forms; predicting job success; and changing jobs. Instructional materials in the handbook include: an attitudinal inventory, sample resumes and letters, list of typical employment interview questions, a job success checklist, employer's rating form, and a resource guide. (NJ)

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ED1118762

Charles Allen Prosser Vocational Center

New Albany, Indiana

HOW ABOUT A CHECK-UP ON YOUR JOB-SEARCH CAMPAIGN

ARE YOU IN GOOD SHAPE?

U.S. DEPARTMENT OF HEALTH EDUCATION & WELFARE NATIONAL INSTITUTE OF EDUCATION

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VT 102431

Charles Allen Prosser Vocational Center, New Albany, Indiana 47150

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1974

INTRODUCTION

"Large numbers or about 60% of students continue to leave our secondary schools with no salable skills; in fact, many of these students do not know how to apply for work and have a negative attitude about work and how it may enrich one's life." Taken from the "Accountability and the Indiana School Counselor" by the State Advisory Committee for Counseling and Guidance. This is alarming at a time when we need more vocationally trained people than ever before. Industry needs employees with job knowledge and skills, plus skills in speaking and writing.

Once a person has developed their educational skills, there are some very important aspects of seeking employment they must learn. A student must be able to sell his skills to an employer. Our main objective is to give each student some guidelines which have proven worthwhile for others and will also be extremely helpful to our vocational students.

C. A. Prosser's student personnel services and vocational instructors believe that – looking for a good job is a skill to be learned like any other skill. Although a job can not be guaranteed, an exhaustive attempt is made to find a job for those graduates who truly are interested.

Locating employment is not an easy task: it is hoped that this handbook, together with your efforts, will help you in your search for and finding the job of your choice. If you are successful in your job search, you will "leave no stone unturned".

Section 1. **HELP WANTED**

A person for hard work and promotion.

A person who can find things to be done without the help of a manager and two assistants.

A person who gets to work on time in the mornings, and doesn't imperil the lives of others in an attempt to be first out of the building at night.

A person who listens carefully when spoken to, and asks only enough questions to insure accurate carrying out of instructions or orders.

A person who moves quickly, and makes as little noise about it as possible.

A person who looks you straight in the eye and tells the truth every time.

A person who does not pity himself for having to work.

A person who is neat and clean in appearance.

A person who does not sulk for hours overtime in an emergency.

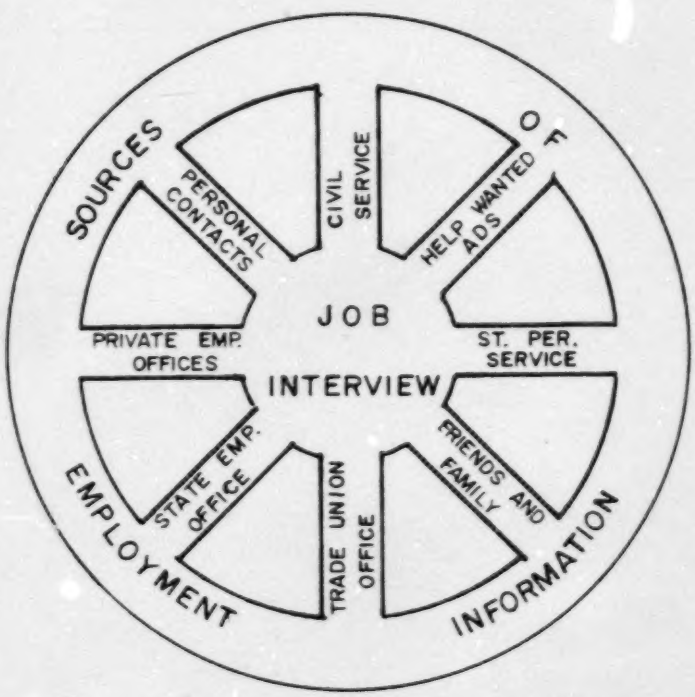
A person who is cheerful, courteous to everyone, and determined to make good.

This person is wanted everywhere. Age and inexperience does not matter. There is no limit except his or her own ambition, to the number and size of jobs he or she can get. This person is wanted by every business, always.

SOURCES OF EMPLOYMENT INFORMATION

Robert C. Goodwin, Director of U.S. Bureau of Employment Security, has this to say about training in proper job-search techniques: "I hope it will reduce the time lost between jobs. Most people do a poor job of selling themselves. They don't know where to look for a job or what to say when they do."

*Plan a well-coordinated job campaign which will lead you to the job interview. The graphic chart below illustrates the culmination of your entire job-search campaign is a personal interview.



SOURCES OF JOB INFORMATION AND THEIR CHARACTERISTICS:

* Prosser student placement services
  - A productive source for industrial and business openings.
  - Available only to students and alumni of Prosser.

* Indiana Employment and Security Division
  - Have more job listings in more occupational categories than any other single source.
  - Approximately 2,200 local offices conveniently located in all parts of the country. Many operate computerized job banks to match people with jobs.
  - Offer counseling and career consultation.
  - Provide aptitude and proficiency testing.
  - Have daily contacts with thousands of employers.
  - Accumulate and distribute local, statewide, and national labor market information.

* Want ads in newspapers, professional journals, and trade magazines.
  - Provide a broad range of definite openings.
  - Descriptions of jobs may not be detailed enough for you to decide whether you are qualified.
  - Analysis of the ads provides information about the extent of employment activity in your field throughout the area.

* Industrial and Craft Unions
  - Have exclusive hiring authority for some firms.
  - Each deals with a limited number of occupations
  - Productive sources for members, particularly those with seniority.

* U. S. Civil Service Commission
  - Handles U. S. Government Civilian Jobs.
  - Positions are located in Washington, D.C. throughout the U.S., and overseas.
  - Jobs are filled on a merit basis as determined by the results of written examinations and ratings of experience and education.
  - Examinations are given several times a year in cities throughout the nation.
  - Most post offices have application forms and information on job opportunities.

* Private Employment Agencies.
  - Usually specializes in a few occupations.
  - Some charge applicants a fee for registration or placement; others collect fees from employers.

* Yellow Pages, Industrial Directories, and Chamber of Commerce Lists.
  - Sources of firms that employ workers in your field and useful information when applying for them.

RELEASED TIME TRAINING PROGRAM

Purpose:

* Provide our students with work experience that is complementary to the vocational training they are receiving at Prosser Vocational Center.
* Provide a media through which our students can realize an organized transition into the world of work.

Student Eligibility:

Two (2) basic evaluations will be considered prior to recommending a student for a released time training experience.

1. Does the student's work habits and safety record indicate a readiness to enter the world of work?
2. Has the student progressed far enough into his technical training to justify a released time experience as an extension or an addition to the training that he would otherwise receive at Prosser Vocational Center? (With a few exceptions, released time experience will be limited to advanced students near the completion of their training program.)

Training Agency (Employer) Eligibility:

To qualify as a training agency, the business or industrial establishment must provide a work situation that is directly related to the student's technical training program. Other factors that should be considered are:

* Opportunities for employment after training.
* Reputability of establishment
* Training facilities
* Hazardous occupation regulations established by State and National child labor laws.

Prosser Vocational Center Responsibilities:

Throughout the released time training experience, the participant maintains his status as a student enrolled at the Prosser Vocational Center.

* He can expect both supervision and counseling periodically during the training period.
* Proper evaluation and credit will be forwarded to the student's home high school.
* It is further understood that the student shall return to his regular classes with mutual agreement by either party.

RELEASED TIME TRAINING PROCEDURES

1. We must have an available work situation that is directly related to the student's vocational training program.
2. Instructor will interview and recommend qualified students.
3. Recommended students will fill out an application and be interviewed by the student placement coordinator.
4. Students will be sent for the arranged interview with a Prosser introductory card.
5. Once the student has been hired, it is their responsibility to have the released time training agreement signed in the following order:
   * 1st – student
   * 2nd – Vocational Instructor
   * 3rd – Parent or Guardian
   * 4th – Employer
   * 5th – Placement Coordinator

6. Final interview with placement coordinator:
   * to sign and receive the original Released Time Training Agreement before the student-Learner can go to work.
   * follow-up on the job interview
7. Final Interview with instructor:
   * to receive their copy of the Released Time Training Agreement
   * explain the student-learner's daily work report, which the student will turn in completely filled out to the instructor each week.
8. The following people must have a Released Time Training Agreement on file:
   * Instructor
   * Parent or Guardian
   * Employer
   * Placement Coordinator
9. The instructor or student placement coordinator will visit the training station at necessary intervals to observe the student-learner on the job, to discuss and evaluate his job progress with his employer and job trainer, and to find out what related instruction is needed at a particular time.

STUDENT PERSONNEL PLACEMENT SERVICES

Purpose:

* Provide a unified effort in assisting our graduates to gain entry employment.
* Provide our students with the knowledge and procedures to plan a well-coordinated job campaign.

Student Eligibility:

* All students who have successfully completed their vocational program.
* All students who have been given the certificate of attendance and the vocational instructor feels they can be recommended.

Prosser Vocational Center's Responsibilities:

* Does not guarantee but assists in preparing and setting up interviews with potential employers.
* Maintain placement records and supply the employers with recommendations and pertinent information.

DON'T JUST
SIT BACK
AND WAIT!!!

Placement Procedures:

* Instructor interviews and recommends students.
* Student fills out an application from the Student Personnel Office.
* Coordinator –
  - interviews
  - checks application
  - checks résumé
  - gives student introductory card
* Instructor or Coordinator –
  - arranges interview
  - gives the student information concerning potential employer
* Student reports to instructor and coordinator concerning results of the interview.

PERSONALITY RATING					
Trait	Excellent	Above Average	Average	Below Average	Poor
ATTITUDE					
COURTESY					
DEPENDABILITY					
DESIRE TO SUCCEED					
ENTHUSIASM					
FORESIGHT					
FRIENDLINESS					
HEALTH					
HONESTY					
INITIATIVE					
LOYALTY					
MORALITY					
NEATNESS					
OPEN-MINDEDNESS					
PERSONAL APPEARANCE					
PUNCTUALITY					
SELF CONTROL					
SENSE OF HUMOR					
TACT					
USE OF VOICE					

ATTITUDINAL INVENTORY

Because the matter of attitude is the most important of all personal traits, it is important that you take inventory of your own attitudes toward people and situations. Read each of the following questions and answer honestly. A careful study of your answers can help you to see those areas that need improvement. On a separate sheet of paper, write the number that represents your answer in this manner: 5 – positively yes; 4 – mostly yes; 3 – undecided; 2 – mostly no; 1 – positively no. Answer with your first reaction.

1. Do you make new friends easily?
2. Do you refrain from being a "complainer"?
3. Are you careful never to interrupt when another person is speaking?
4. Can you be optimistic when others around you are depressed?
5. Do you refrain from boasting or bragging?
6. Do you control your temper?
7. Are you genuinely interested in the other person's point of view?
8. Do you speak well of your employer?
9. Do you keep the same friends for years?
10. Do you feel well most of the time?
11. Do you use proper English?
12. Do you keep promises?

13. Are you at ease with the opposite sex?
14. Do you have good table manners?
15. Do you organize your work and keep up with it?
16. Do you get along well with your parents?
17. Do you readily admit your mistakes?
18. Can you be a leader without being "bossy"?
19. Is it easy for you to like nearly everyone?
20. Can you stick to a tiresome task without being "prodded"?
21. Do you finish each task you begin?
22. Do you realize your weaknesses and attempt to correct them?
23. Can you take being teased?
24. Do you avoid feeling sorry for yourself?
25. Are you courteous to your fellow workers?
26. Are you usually well groomed and neatly dressed?
27. Are you a good loser?
28. Do you enjoy a joke even when it is on you?
29. Do you like children?
30. Do you keep your own room in good order?
31. Are you aware of the rules of etiquette?
32. Do you refrain from giving alibis?
33. Are you tolerant of other people's beliefs?
34. Do you respect the opinions of your parents?
35. Do you introduce people easily and correctly?
36. Do you refrain from pouting when things go differently than you like?
37. Are you a good listener?
38. Can you speak before a group without feeling self-conscious?
39. Do you like to attend parties?
40. Are you the kind of friend you expect others to be?
41. Do you accept compliments or gifts graciously?
42. Can you disagree without being disagreeable?
43. Do you like to give parties?
44. Are you "on time" for engagements?
45. Do you generally speak well of other people?
46. Can you take criticism without being resentful or feeling hurt?
47. Are you careful to pay back all loans, however small?
48. Are you always on time for your appointments?
49. Does your voice usually sound cheerful?
50. Can you work well with those you dislike?
51. Do you contribute to the conversation at the family dinner table?
52. Do you try as hard to get along well with your family as with friends?
53. Do you like people who are much older than you?
54. Are you pleasant to others even when you feel "out of sorts"?
55. Are you free from prejudices?

There are 55 questions; a perfect score would be 275. If you rate from –

250 – 275 You're to good to be true.
200 – 249 Your attitude toward others is commendable.
150 – 199 Your attitude needs improvement in certain areas.
Below 150 – You need a general overhauling.

Section 3. **WRITE AN OUTSTANDING RÉSUMÉ**

Have you heard about the rotten résumé watch? Ticks okay, but tocks too much.

A good résumé is brief and to the point!

A résumé is an inventory of "Job assets" for submittal to an employer. It tells what you have to offer a particular type of position.

It is a job-hunting tool, a personal cataloging of your job qualifications.

It "gets you on paper", briefly and accurately, for the prospective employer to see.

Its principal function is to secure for you an interview with an employer by interesting him in your abilities. It does this by presenting, attractively and systematically –

* who you are
* what you know
* what you have done
* what kind of work you want
* why you should be hired

Properly prepared, a résumé helps you to "get a foot in the door". Often, it is the deciding factor in whether or not you get an interview.

LOOKING FOR A GOOD JOB IS A SKILL TO BE LEARNED LIKE ANY OTHER SKILL.

* An outstanding résumé makes employers drool to meet you in person.
* Job search experts agree that your résumé is one of the most important documents you will ever write.
* A résumé – a summary of a job seeker's background or a dignified advertisement of yourself.
* A résumé helps to answer 3 question employers have:
  - what are your work skills?
  - what are your work attitudes?
  - what are your work habits?
* A résumé has 3 purposes:
  - to drum up enough interest for the employer to invite you for an interview.
  - to "Keep on selling you" throughout employment negotiations.
  - writing things down "gets it in your mind" for filling out applications and answering questions in interviews.
* When your résumé fails to create a favorable impression and attract attention to your special abilities, you may be offered lesser jobs with lower pay than you are qualified for.
* When in doubt about what to leave out, ask yourself: "Does this information add or subtract to my chances of being invited for a job interview?"

WHAT PURPOSE DOES A RÉSUMÉ SERVE?

* Helpful when you answer a want ad, either in writing or in person.
* Serves as a functional "calling card" when you make the rounds of firms you would like to work for, who have not placed an ad.
* Useful when you apply to an employment or personnel agency.
* Serves as the most effective mailing piece in a direct-mail job-search campaign.
* Make it easier for those who know you to recommend you to potential employers.
* Needed for making direct contact with employers.
* When you present yourself for the actual interview, your position will be strengthened immeasurably if you bring along a résumé.

RÉSUMÉ WORK SHEET

Information you need to prepare your résumé and in filling out job applications.

STUDENT'S NAME _____

ADDRESS: _____

I. GOAL: (Describe specific position or occupations field in which interested)

_____

II. PERSONAL: _____ (Birthdate) _____ (Birthplace) _____ (Soc. Security No.)

_____ (Height) _____ (Weight) _____ (Health) _____ (Marital Status) _____ (Dependents)

III. EDUCATION:

* Vocational School and special courses taken – Hours of training.

_____

* Home High School and related subjects taken: _____

_____

IV. SPECIAL SKILLS:

* Skills: _____

* Equipment and machines used: _____

V. HONORS & AWARDS:

Cite type – scholarships, fellowships, licenses, or certificate held.

_____

VI. EXPERIENCE:

Company Name and Address	From		To		Job Description	Supervisor Name
	Mo.	Yr.	Mo.	Yr.		

VII. References: (Give 3 – Be sure you have the person's permission)

Types	Person	Address	Occupation	Phone Number
Character				
Employment				
Education				
Credit				

HELPFUL HINTS ON PREPARING YOUR RÉSUMÉ.

* Include only pertinent data.
* Use straight forward language.
* Quote facts and figures.
* Don't "knock" your former boss.
* Don't oversell your former boss or company.
* Make the résumé fit the job.

FINAL RÉSUMÉ CHECK!!

When you have finished writing your final version and before having it typed, read it over to yourself and ask:

* Is all the essential information there?
* Is the arrangement logical and inviting to read?
* Is the language clear? interesting? How about the semantic overtones? Do any of the words have negative implications?
* If I were an employer, would I hire the person described in this résumé?

Résumé Make-up and Appearance:

* Use quality 8½ x 11" white bond paper
* It is a formal businesslike brief, not a sentimental missive.
* Neatly typed – no erasures, corrections, or evidence of a struggle.
* Poor taste to submit carbon copies.

RÉSUMÉ EXAMPLE

(use only as a general guide)

Student's Legal Name
Address – Zip Code
Telephone

PERSONAL DATA:

Age: 18
Height: 6'
Weight: 165

Birthplace: Corydon, Indiana
Health: Excellent
Marital Status: Single
Soc. Sec. No.: 307-50-9888

OCCUPATIONAL GOAL:

To work in the area of machine trades and eventually working into management.

EDUCATION:

High school – Graduation date
Related subjects taken – Math and Industrial Arts
C. A. Prosser Vocational Center – Gold Certificate in Machine Trades (1080 Hrs.)

SPECIAL SKILLS:

I have performed various operations on the following machines:

- Mills – horizontal and vertical spindle
- Drill Presses – single and multiple spindle
- Radial Arm Drill Press
- Lathes
- Jig Borers
- Shapers

HONORS AWARDS:

WORK EXPERIENCE:

Summer 1973 – Downtown Machine Shop – General repairs and machine work.

REFERENCES:

NAME	ADDRESS	POSITION
Ron A. Doe	Box 120, Henryville, IN 47126	Machine Trades Instructor
Roy P. Jones	RR1, Corydon, IN 47112	Neighbor-Friend
Jack Smith	Downtown Machine Shop 1213 East 13th Street New Albany, IN 47150	Former Employer
Tom Nicklideamis	Poedunk Bank Poedunk, KY 37073	Manager, Loan Dept.

RÉSUMÉ EXAMPLE

(use only as a general guide)

JOHN A SMITH

2302 Mander Avenue — 812–945-3092 — New Albany, Indiana 47150

Offering _____ skills, a strong sense of responsibility, the willingness to learn any assigned task, energy and a cheerful outlook. Seeking position as _____ when these qualifications will be assets.

EDUCATION: Will graduate from _____ High School in May, 19__. Best grades and most enjoyed course: English, Math and Vocational course. COMPLETED A GOLD CERTIFICATE, 1080 hours, at Prosser Vocational Center

SUMMER AND PART–TIME EMPLOYMENT In 1972 was waitress at Howard Fohnson Restaurant. Previous summer worked as Mother's or Dad's helper. For the past two years have worked after school at _____. All employers were complimentary about quality and quantity of my work and my general attitude.

RELATED EXPERIENCE Member of editoral staff of _____ High School Yearbook and newspaper. Member of _____ club. Had major student responsibility for _____ Faculty Coordinator said I did an outstanding job.

OTHER ACCOMPLISHMENTS: As senior girl or boy scout, have served as assistant and assistant to leader of younger troop for past 3 years . . . most enjoy myself when very busy . . . Teachers say I learn fast . . . Have always made friends easily . . . Missed only ____ days of school during the past 2 years . . . Hope to continue my education as work permits.

PERSONAL DATA Born _____. Single. Medium Height, excellent health. Well groomed. Enjoy reading, sports, camping, and crafts.

REFERENCES

Work	Address	Title or Position
Credit	Address	Title or Position
Character	Address	Title or Position
Education	Address	Title or Position

RÉSUMÉ INTRODUCTORY LETTER

Forward your résumé with a short letter of application.

This letter should clearly state the reason for submitting the résumé. Response to a newspaper advertisement is an example. Your interest in being considered as well as a few brief statements of your qualifications may be included.

Sample Letter: (use only as a general guide)

Student's Address

Potential Employer's
Name and Address

Dear Mr. ?

Mr. _____ , my vocational instructor, recently recommended me to you for possible employment as a _____ .

A résumé of my qualifications is attached.

I will complete my training at Prosser Vocational Center on May 31, 1974.

My studies have included _____

_____

I will be available for employment _____

Although I have no prior work experience, my vocational training has prepared me for this job.

An interview with you will be greatly appreciated. May I hear from you soon?

Very truly yours,

Student's Signature
Student's Name

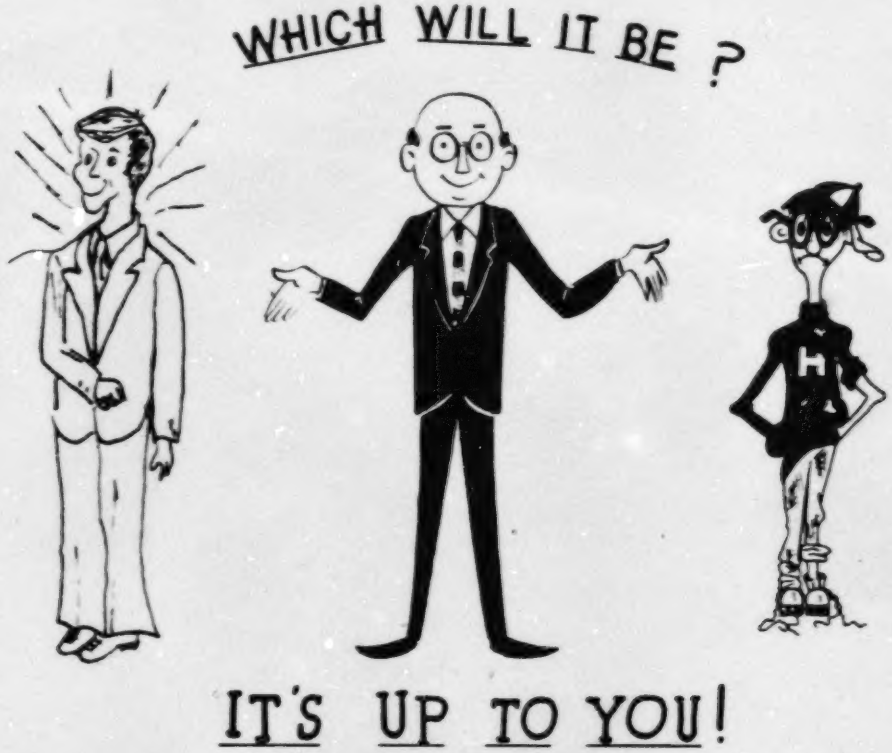
Letter of Application Used When:

* The employer lives in another city.
* Mailing a résumé as a cover letter.
* You are answering a want ad.

Section 4. GOOD GROOMING

First Impressions Are The Longest Lasting!!

Everyone knows that a good appearance engenders a feeling of self-confidence and well-being, and that is exactly the impression you must convey when you are being interviewed for a job. You're not giving yourself a fair chance unless your appearance presents you at your very best during the job interview. The interview is the crucial point of your entire job campaign. Look at yourself in a full length mirror objectively, as the employer will see you when you face him during those long twenty minutes in the interview. Records indicate that a surprising number of job applicants needlessly fail the interview because of poor judgement or lack of proper care in dress and grooming.



"Looking Glass" Check List For Men:

HAIR – Well groomed, well trimmed, clean, dandruff free.
FACE – Well shaved, avoid nicking your skin.
HANDS – Immaculately clean, nails clean and trimmed, don't bite.
SHIRT – Good quality, freshly laundered. Tie clean and well-knotted, color in harmony.
SUIT – Conservative and businesslike – don't bunch up pockets – carry a clean handkerchief – avoid political and other insignia.
SHOES – well shined – shoe soles in good condition, heels are not worn, laces neat and tied securely.
PERSONAL HYGIENE – Daily shower – change of underwear – use deodorant and mouthwash.

A job interview is a daytime business appointment and is not to be confused with an evening rendezvous for cocktails and dinner. Exaggerated make-up, dress, and accessories which are appropriate for a romantic evening date are entirely out of time and place for a job interview.

In your general attire avoid giving the distinct impression that you're wearing a complete new outfit purchased for the interview.

"Looking Glass" Check List For Girls:

HAT – If worn neither frilly nor flamboyant, but conservative.

HAIR – Properly groomed – not artificial, sculptured, pasted-down ringlets, cirlicues, or other extremes which show an undue preoccupation with the hairdo.

MAKE-UP – For appropriate daytime wear avoid excesses and theatricelities – not smeared – teeth free of lipstick and bits of tobacco.

HANDS AND NAILS – Be attractive and immaculate at all times – cuticles pushed back – nails well manicured and not excessively long.

DRESS – Styled for business wear – well-tailored – avoid frilly or flaring skirt and blouse ensembles – no tight-fitting sweaters or knit sheath – avoid low-cut, plunging necklines.

SHOES – Harmony with a conservative wardrobe – keep feet in shoes during interview.

HOSIERY – Free from runs – carry an extra pair – fit smoothly not twisted or loose.

ACCESSORIES – Handbag – contrast favorably – moderate size – Jewelry – less the better, no long dangling ear rings, jingling bracelets, oversized rings, or ankle slave bracelets.
Perfume – Discreet touch of feminity – shows restraint in kind and amount. Perfume is not a substitute for deodorant.

PERSONAL HYGIENE – Daily shower – change of underwear – use deodorant and mouthwash.

A job interview is a daytime business appointment and is not to be confused with an evening rendezvous for cocktails and dinner. Exaggerated make-up, dress, and accessories which are appropriate for a romantic evening date are entirely out of time and place for a job interview.

Section 5. **INTERVIEW POINTERS**

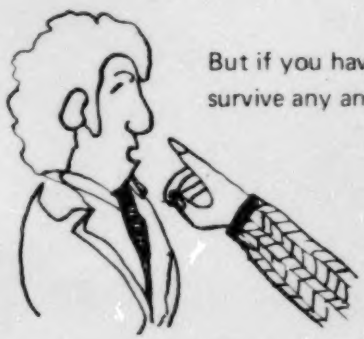
Here are some final pointers to help you prepare for those important interviews:

* Plan the night before what you are going to wear at your interview. Conservative, business-like apparel is always appropriate. As a wise precaution ask some member of your family or a friend to give you a critical once-over.
* Take at least two copies of your résumé. It will be very helpful in filling in an employer's official application.
* Review the details of your interviews:
  - Name of the employer and person you are to see.
  - Time and place of your appointment.
  - Directions so you can be certain of arriving on time.
  - Study any notes you have about the employer:
    Scope of operation, competitive position, reputation in the community, personnel history, and any other facts that will help you to talk intelligently with the interviewer.

Employers will see how you:
LOOK – BEHAVE – PERFORM

* Try to keep a cheerful frame of mind. It is possible that this employer needs you even more than you need him. After all, you were selected for an interview and that is the first hurdle!

No matter how well prepared you are, you are bound to encounter some situation which you did not anticipate: questions which seem to invade your privacy, a cool reception in the outer office, innumerable interruptions in the progress of your interview. It is impossible to predict just how these challenges may arise.



But if you have prepared yourself conscientiously, you should be able to survive any and all tests.

GOOD HUNTING AND GOOD LUCK!

QUESTIONS EMPLOYERS MIGHT ASK IN AN INTERVIEW

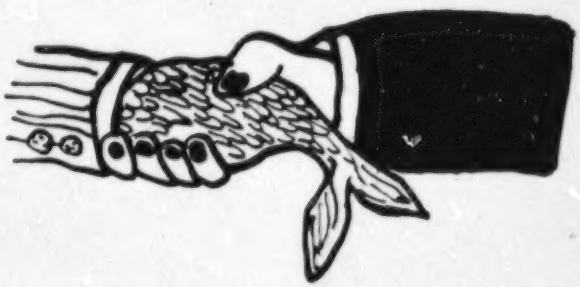
Taken from the Report of 92 companies surveyed by Frank S. Endicott, Director of Placement, Northwestern University.

* What school activities did you participate in? Which did you enjoy the most?
* What are your future vocational plans?
* What are your hobbies?
* What type of a position are you most interested in?
* Why do you think you might like to work for our company?
* What jobs have you held? How were they obtained and why did you leave?
* Why did you choose your particular field of work?
* What do you know about our company?
* What competencies do you have that make you feel that you will be successful in your field?
* What extra curricular offices have you held?
* What are your ideas on salary?
* Can you forget your education and start from scratch?
* Do you have a girlfriend or boyfriend? Is it serious?
* How much money do you hope to earn at age 30? 35?
* Where did you rank in your vocational school?
* What do you think determines a person's progress in a good company?
* Why do you think you would like this particular type of job?
* What is your father's occupation?
* Tell me about your home life during the time you were growing up.
* Do you prefer working with others or by yourself?
* Who are your best friends?
* What kind of boss do you prefer?
* Can you take instructions without feeling upset?
* How did previous employers treat you?
* Can you get recommendations from previous employers?
* When did you choose your life's vocation?
* How long do you expect to work?
* Have you ever had any difficulty getting along with fellow students? Faculty?
* Do you have an debts?
* Do you attend church?
* Do you like routine work?
* What size city do you prefer?
* What is your major weakness?
* Define cooperation!
* Will you fight to get ahead?
* Do you demand attention?
* Are you eager to please?
* What do you do to keep in good physical condition?
* Have you had any serious illness or injury?
* Are you willing to go where the company sends you?
* What job in our company would you choose if you were entirely free to do so?
* What are your own special abilities?
* How about overtime work?
* To what extent do you use liquor?
* What have you done which shows initiative and willingness to work?

If students will take the necessary time to write brief answers to each of these questions, it will clarify their thinking and establish ready answers for job interviews.

COMMON CAUSES OF FAILURE IN JOB INTERVIEWS

- Poor personal appearance.
- "Know it all" attitude.
- Inability to express himself clearly.
- Lack of planning for a career.
- Lack of confidence and poise.
- Overemphasis on a big paycheck.
- Education standing – just got by.
- Ill mannered.
- Does not look the interviewer in the eye.
- Bringing up personal problems.
- Sloppy application blank.
- Elaborating on several short duration jobs.
- Cynical outlook – take the chip off your shoulder.
- Inability to take criticism.
- Late for interview.
- Failure to show appreciation for employers interview time.
- Unwilling to start at the bottom.
- Marked dislike for school work.
- Limp, fishy handshake.



AFTER THE INTERVIEW DO A CURBSTONE ANALYSIS

Make each interview a learning experience.

- How did the interview go?
  - What points did I make that interested the employer?
  - Did I present my qualifications well? Did I overlook any that are pertinent to his job?
  - Did I pass up clues to the best way to "sell" myself?
  - Did I learn all I need to know about the job? Or did I forget or hesitate to ask about factors that are important to me?
  - Did I talk too much? Too little?
  - Did I interview the employer rather than permit him to interview me?
  - Was I tense?
  - Was I too aggressive? Not aggressive enough?
- How can I improve my next interview?

Dear Kid:

Today you asked me for a job. From the look of your shoulders as you walked out, I suspect you've been turned down before, and maybe you believe by now that kids out of high school can't find work.

But, I hired a teenager today. You saw him. He was the one with polished shoes and a necktie. What was so special about him? Not experience, neither of you had any. It was his attitude that put him on the payroll instead of you. Attitude, son. A–T–T–I–T–U–D–E. He wanted that job badly enough to shuck the leather jacket, get a haircut, and look in the phone book to find out what this company makes. He did his best to impress me. That's where he edged you out.

You see, Kid, people who hire people aren't "with" a lot of things, and we have some Stone-Age ideas about who owes whom a living. Maybe that makes us prehistoric, but there's nothing wrong with the checks we sign, and if you want one you'd better tune to our wave length.

Ever hear of "empathy?" It's the trick of seeing the other fellow's side of things. I couldn't have cared less that you're behind in your car payments. That's your problem, and the President of the United States. What I needed was someone who'd go out in the plant, keep his eyes open, and work for me like he'd work for himself. If you have even the vaguest idea of what I'm trying to say, let it show the next time you ask for a job. You'll be head and shoulders over the rest.

Look kid: The only time jobs grew on trees was while most of the manpower was wearing G.I.'s and pulling K.P. For all the rest of history you've had to get a job like you get a girl: "Case" the situation, wear a clean shirt, and try to appear reasonably willing.

You may not believe it, but all around you employers are looking for young men smart enough to go after a job in the old-fashioned way. When they find one, they can't wait to unload some of their worries on him.

For both our sakes, get eager, will you?

SAMPLE LETTER OF ACCEPTANCE

(use only as a general guide)

Student's Name
Student's Address
Date

Contact Person
Firm Name
Address

Dear Contact Person:

I wish to thank you for the opportunity of seeing you last Monday. Everyone on your firm seemed so pleasant and kind that I look forward with greater anticipation to the possibility of working there.

At your request, I have talked with Mr. John Doe, my present supervisor. He said that I could leave my position here within a week after I have given him notice rather than after the normally required two weeks. Therefore, I could come to work for you more quickly than we originally thought possible.

I hope that by this time you have had some response from my other references, and I look forward to some early word from you.

Sincerely,

Student Signature

Student's Name

SAMPLE REFUSAL OF A JOB OFFER

(use only as a general guide)

Student's Name
Student's Address
Date

Contact Person
Firm Name
Address

Dear Contact Person:

I wish to thank you for the opportunity to discuss employment opportunities with your firm and also for your recent offer of employment.

I regret to advise, however, that after long and careful deliberation I am unable to accept your offer at this time.

Sincerely,

Student's Signature

Student's Name

AIM RIGHT!

TO BE ON TARGET YOU MUST HAVE!

* A GOOD RESUME
* A GOOD LETTER OF APPLICATION
* GOOD GROOMING
* GOOD MANNERS
* A GOOD JOB INTERVIEW

Section 6. INSTRUCTIONS FOR APPLYING FOR EMPLOYMENT CERTIFICATE

* Go to the Public School Superintendent's office with:
  - legal proof of age (school records or birth certificate)
  - promise to employ card filled out and signed by employer

* Indiana:
  - 16 year olds must have a work permit, which is not transferrable from one job to another.
  - 17 year olds must have an age verification certificate which can be transferred from one job to another.

* Kentucky:
  - 16 year olds and 17 year olds must have a work permit on file with the employer and it can not be transferred from one employer to another.

FORM A NO. _____

PROMISE TO EMPLOY

I)
We) promise to employ _____
(Name of Minor)
_____ in the capacity of:
(Address)
_____ when he presents an
(State exact nature of employment) (Industry)
employment certificate duly signed. In accordance with legal provisions as outlined below, his hours of work will not exceed 8 hours per day or 40 hours per week, and, if he is attending school, his hours of work will not exceed _____ on school days, _____ on non-school days and _____ per week.

The nature of our business is not interstate
(Cross out is or is not to make statement correct.)

_____ _____
(Name of Intending Employer) (Signature of Representative)
DATE: _____, 19 ____ (Address)

(See Other Side)

Form E -

SCHOOL RECORD

_____, IN, _____, 19____

_____
(Name of School)

_____ _____
(Name of Child) (Year) (Month)
Date of Birth of Child as shown by census

_____ _____
(Grade Completed) (Standing in Class)

_____
(Principal or Chief Executive Officer)

SOCIAL SECURITY NUMBER

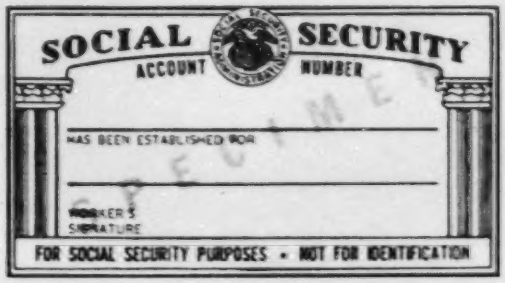
The basic idea of social security is a simple one; during working years employees, employers, and self-employed people pay social security contributions which are pooled in special trust funds. When earnings stop or are reduced because the worker retires, dies, or becomes disabled, monthly cash benefits are paid to replace part of the earnings the family has lost.

Part of the contributions go into the hospital insurance trust fund to provide workers and dependents assistance in paying medical expenses after they reach 65 years of age.

You must have a social security number if your work is covered by the social security law or if you receive certain kinds of taxable income. Indiana requires this number to obtain a driver's license. Your social security number is also used for income tax purposes.

Who gets cash benefits:

* you as a retired worker (62 to 65 years)
* you as a disabled worker at any age before 65 years old
* certain of your dependents can receive benefits.
* lump-sum death benefit
  - surviving spouse who was living in the same household
  - if there is no spouse, to the person who paid the burial expenses or to the funeral home



* Key to the benefits you have earned.
* You keep the same number for life.
* Your social security number is your tax number.
* Your social security number is your driver's license number.

You may check your record of your amount in social security from time to time to make sure your earnings have been correctly reported. This is especially important if you have frequent changes of jobs. Simply ask your social security office for a postcard form to use in requesting a copy of your record, complete, sign, and mail it.

ID CN DO 465

APPLICATION FOR A SOCIAL SECURITY NUMBER

DO NOT WRITE IN THE ABOVE SPACE

See Instructions on Back. Print in Black or Dark Blue Ink or Use Typewriter.

1 Print FULL NAME YOU WILL USE IN WORK OR BUSINESS (First Name) (Middle Name or Initial - if none, draw line ___) (Last Name)

2 Print FULL NAME GIVEN YOU AT BIRTH

3 PLACE OF BIRTH (City) (County if known) (State)

4 MOTHER'S FULL NAME AT HER BIRTH (Her maiden name)

5 FATHER'S FULL NAME (Regardless of whether living or dead)

6 YOUR DATE OF BIRTH (Month) (Day) (Year)

7 YOUR PRESENT AGE (Age on last birthday)

8 YOUR SEX MALE ☐ FEMALE ☐

9 YOUR COLOR OR RACE WHITE ☐ NEGRO ☐ OTHER ☐

10 HAVE YOU EVER BEFORE APPLIED FOR OR HAD A SOCIAL SECURITY, RAILROAD, OR TAX ACCOUNT NUMBER? NO ☐ DON'T KNOW ☐ YES ☐ (If "YES" Print STATE in which you applied and DATE you applied and SOCIAL SECURITY NUMBER if known)

11 YOUR MAILING ADDRESS (Number and Street, Apt. No., P. O. Box, or Rural Route) (City) (State) (Zip Code)

12 TODAY'S DATE

13 TELEPHONE NUMBER

14 NOTICE: Whoever, with intent to falsify, his or someone else's true identity, willfully furnishes or causes to be furnished false information in applying for a social security number, is subject to a fine of not more than $1,000 or imprisonment for up to 1 year, or both.

Sign YOUR NAME HERE (Do Not Print)

TREASURY DEPARTMENT Internal Revenue Service
FORM SS-5 (9-71)

RESCREEN ☐ ASSIGN ☐ DUP ISSUED ☐

Return completed application to nearest SOCIAL SECURITY ADMINISTRATION OFFICE

28

EMPLOYEE'S WITHHOLDING EXEMPTION CERTIFICATE

When a person starts to work, they must fill out the Form W-4 EMPLOYEE'S WITHHOLDING EXEMPTION CERTIFICATE and Form WH-4 EMPLOYEE'S WITHHOLDING EXEMPTION and COUNTY RESIDENCE CERTIFICATE for tax purposes. To meet your tax obligations money will be withheld from your pay check each pay period depending on how many exemptions you have. This method makes it easier for workers to pay their FEDERAL and STATE INCOME TAXES gradually instead of paying a large sum at the end of each working year. The FEDERAL TAX is paid to the Department of the Treasury, Internal Revenue Service and the STATE TAX is paid to the Indiana Department of Revenue. The taxes you pay are credited to your account through your Social Security Number.

There is a Notice 186 that shows how to claim withholding exemptions as to avoid additional amounts of taxes at the end of the year, if both husband and wife are employed this is needed. A refund will be paid to you if you over pay your taxes.

When you leave a job or it becomes time to file your income tax, you will be given Form W-2 – "Wage and Tax Statement," to show total earnings and total deductions that you have paid.

FORM W-4 (Rev. July 1970)
Department of the Treasury
Internal Revenue Service

Employee's Withholding Exemption Certificate

FEDERAL FORM

Type or print full name _____ Social Security Number _____

Home address _____ City _____ State _____ ZIP code _____

EMPLOYEE:
File this form with your employer. Otherwise, he must withhold U.S. income tax from your wages without exemption.

EMPLOYER:
Keep this certificate with your records. If you believe the employee claimed too many exemptions advise your District Director.

HOW TO CLAIM YOUR WITHHOLDING EXEMPTIONS

1. If SINGLE (or if married and wish withholding as single person), write "1." If you claim no exemptions, write "0" . . . _____
2. If MARRIED, one exemption each is allowable for husband and wife if not claimed on another certificate.
   (a) If you claim both of these exemptions, write "2"; (b) If you claim one of these exemptions, write "1"; (c) If you claim neither of these exemptions, write "0" . . . . . _____
3. Exemptions for age and blindness (applicable only to you and your wife but not to dependents):
   (a) If you or your wife will be 65 years of age or older at the end of the year, and you claim this exemption, write "1"; If both will be 65 or older, and you claim both of these exemptions, write "2" . . . . . _____
   (b) If you or your wife are blind, and you claim this exemption, write "1"; If both are blind, and you claim both of these exemptions, write "2" . . . . . _____
4. If you claim exemptions for one or more dependents, write the number of such exemptions. (Do not claim exemption for a dependent unless you are qualified under Instruction 4 on other side.). . . . . _____
5. If you claim additional withholding allowances for itemized deductions attach Schedule A (Form W-4) and enter the number of allowances claimed (If claimed you must file a new Form W-4 each year) . . . . . _____
6. Add the exemptions and allowances (if any) which you have claimed above and enter total . . . . . ☐
7. Additional withholding per pay period under agreement with employer. (See Instruction 1.) . . . . . $

Under the penalties of perjury, I certify that the number of withholding exemptions and allowances claimed on this certificate does not exceed the number to which I am entitled.

(Date) _____, 19____ (Signed) _____

FORM WH-4
IND. DEPT. of REVENUE

STATE OF INDIANA

Employee's Withholding Exemption and County Residence Certificate

Print Full Name _____ Social Security No. _____

Print Home Address _____

County of Residence _____ County of Principal Work Activity _____

County residence and county of principal work activity are to be determined as of July 1, 1973 and January 1 for all years thereafter.

How to Claim Your Withholding Exemptions

1. Each taxpayer is entitled to one exemption. If you claim it write "1." _____
2. If you are married and your wife does not claim her exemption and you wish to claim it, write "1." _____
3. You are also allowed one (1) exemption for each dependent and one (1) exemption for yourself or spouse if you are over 65 or blind. Add these exemptions and enter here. (See Instructions) _____
4. Add Lines 1, 2, and 3 and enter total here. ☐

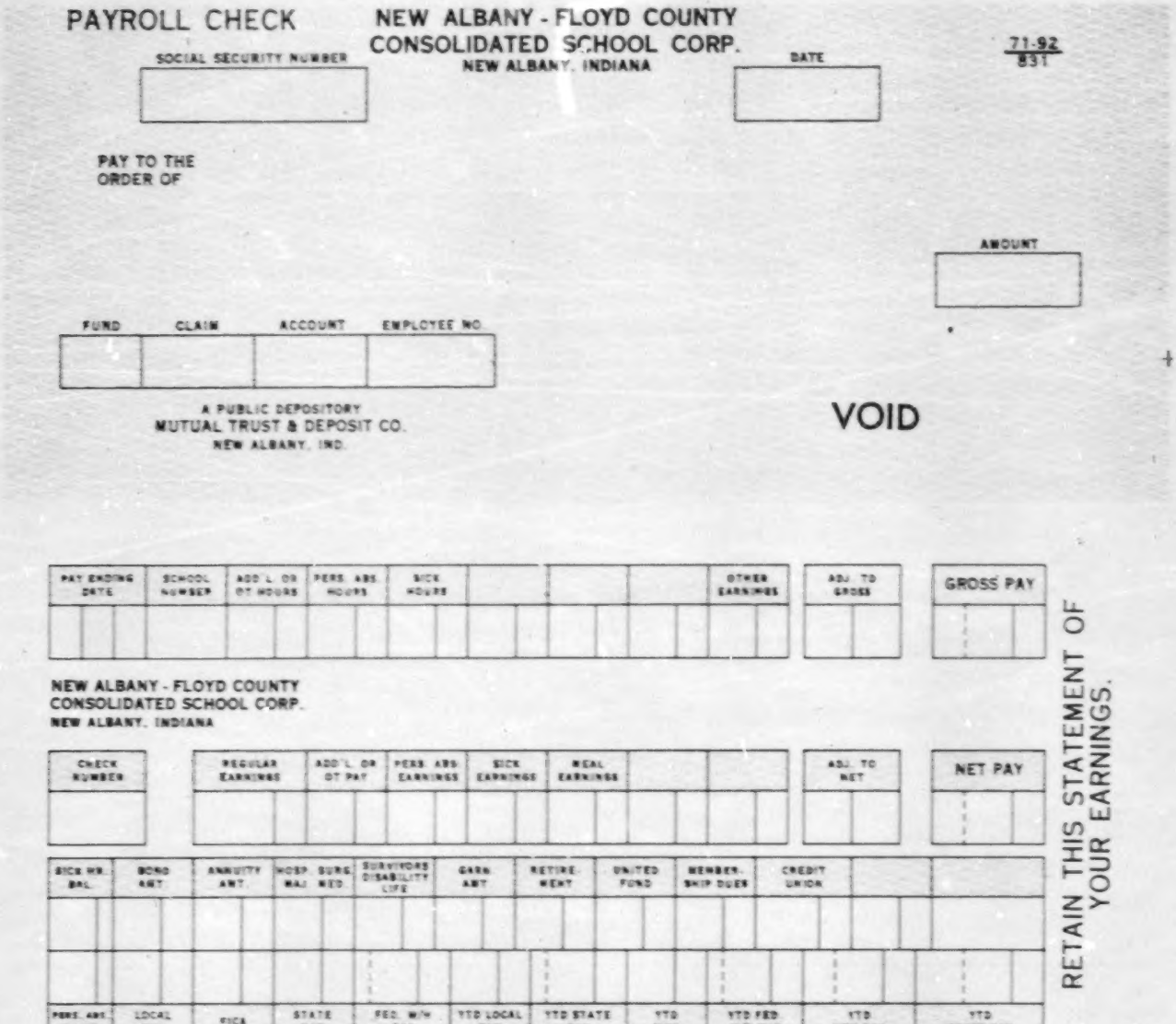
I hereby certify that to the best of my knowledge and belief that the above statements regarding exemptions, county of residence and county of employment are true, correct and complete.

Date _____ 19____ Signed _____

THE PAY CHECK

Pay checks are used by employers to pay employees for the following reasons:

- it is easier to keep records
- there is not a lot of cash in the office
- it provides the employee with a stub that can be kept for his records
- the employee does not have to take cash to the bank; this is a protection against loss or theft
- pay checks are sometimes held back a week because of the difference in pay periods and because of the necessary bookkeeping duties
- check stubs should be kept by the employee because it is a record of the money earned
- gross earnings – total money earned
- net earnings – total after various deductions
- sign the check as it is made out in your name in full or short form, if you wish resign the check as you always sign your name, endorsing your check correctly is important for your protection.



PAYROLL CHECK

NEW ALBANY - FLOYD COUNTY CONSOLIDATED SCHOOL CORP.
NEW ALBANY, INDIANA

71-92
831

SOCIAL SECURITY NUMBER

DATE

PAY TO THE ORDER OF

AMOUNT

FUND | CLAIM | ACCOUNT | EMPLOYEE NO.

A PUBLIC DEPOSITORY
MUTUAL TRUST & DEPOSIT CO.
NEW ALBANY, IND.

VOID

PAY ENDING DATE	SCHOOL NUMBER	ADD'L OR OT HOURS	PERS. ABS. HOURS	SICK HOURS				OTHER EARNINGS	ADJ. TO GROSS	GROSS PAY

NEW ALBANY - FLOYD COUNTY
CONSOLIDATED SCHOOL CORP.
NEW ALBANY, INDIANA

CHECK NUMBER	REGULAR EARNINGS	ADD'L OR OT PAY	PERS. ABS. EARNINGS	SICK EARNINGS	MEAL EARNINGS			ADJ. TO NET	NET PAY

SICK HR. BAL.	BOND AMT.	ANNUITY AMT.	HOSP. SURG. MAJ. MED.	SURVIVORS DISABILITY LIFE	GARN. AMT.	RETIRE-MENT	UNITED FUND	MEMBER-SHIP DUES	CREDIT UNION		
PERS. ABS. HOURS	LOCAL TAX	FICA	STATE TAX	FED. W/H TAX	YTD LOCAL TAX	YTD STATE TAX	YTD FICA	YTD FED W/H TAX	YTD NET PAY	YTD GROSS PAY	

RETAIN THIS STATEMENT OF YOUR EARNINGS.

Section 7. PREDICTING YOUR JOB SUCCESS

Will you succeed? The more "yes" answers you have to the following questions, the better your chances — but be honest!

1. Will you dress neatly, wearing clothes appropriate for the job?
2. Have you worn appropriate school clothes while attending high school?
3. Will you plan to be a few minutes early for work so that small emergencies will not make you late?
4. Do you always arrive at school in time for your first class?
5. Will you, on the job, take criticism without resentment – and learn from it?
6. Have you taken well and learned from the constructive criticism given by your teachers and parents?
7. Will you do the best job you can wherever you work?
8. Are you putting forth your best efforts while in school?
9. Will you be on the job every day – unless you are really too ill to go to work?
10. Have you attended school regularly – being absent only when you were too ill to attend?
11. Will you do your work on the job in a neat and orderly manner?
12. Have you done your work in this class completely and neatly?
13. Will you do any task asked of you, even though you were hired to do something else?
14. While in school, or on a part-time job, have been willing to do whatever tasks were asked of you?
15. If you finish your own work early, will you help a co-worker?
16. Around your own household, or on a part-time job, have you been willing to help others with their tasks?
17. On the job, will you be considerate of others' feelings?
18. Are you considerate of the feelings of your friends, parents, and even those whom you do not consider your friends?
19. Will you stick to a difficult task until it is completed?
20. In your school work, have you usually completed whatever work has been assigned to you?
21. Will you do what you can to keep your good health so that you will be able to give your work your best effort and not be absent frequently?
22. Do you regularly eat those foods which contribute to good health; get regular, vigorous exercise; and sleep at least eight hours every night?
23. Do you believe that if you never do any more than you get paid for, you will never get paid for any more than you do?

FIRST DAY ON THE JOB

Rules of Thumb, Suggested by Oregon State Employment Service Office:

* Be ahead of time – (be early for work).
* Listen to all instructions carefully.
* Be friendly to all fellow employees, but don't converse on the job.
* Don't try to grasp everything at once – proceed slowly but thoroughly.
* Don't be too familiar with department heads.
* When you make a mistake, report it to the one in charge and find out how to do it right.
* Learn the organization rules and regulations.
* Don't ask unnecessary questions – think for yourself.

EMPLOYER'S RATING FORM

(Example)

Maximum Points 100

E. R. Score _____

% Score _____

Name _____

Date _____

Plant No. _____

Dept. _____

_____

Immediate Supervisor Signature

	POINTS 4	3	2	1	
1.	___	___	___	___	Output is above average.
2.	___	___	___	___	Can be relied upon to complete a job properly.
3.	___	___	___	___	Spots apparent errors and calls them to attention of supervisor.
4.	___	___	___	___	Seeks and does additional tasks beyond those required.
5.	___	___	___	___	Does not depend heavily on supervisor for advice and guidance.
6.	___	___	___	___	Gets along well with fellow employees.
7.	___	___	___	___	Careful about necessary details.
8.	___	___	___	___	Can complete daily tasks within normal work hours.
9.	___	___	___	___	Responds productively to constructive criticism.
10.	___	___	___	___	Accuracy of work is exceptionally high.
11.	___	___	___	___	Is a good team worker.
12.	___	___	___	___	When given rush jobs, can be relied upon to produce excellent work.
13.	___	___	___	___	Takes unpleasant jobs in stride.
14.	___	___	___	___	Seeks additional instructions when necessary.
15.	___	___	___	___	Makes less than the average number of errors.
16.	___	___	___	___	Offers reasonable suggestions for improving operations.
17.	___	___	___	___	Voluntary helps fellow employees when opportunities arise.
18.	___	___	___	___	Can be relied upon to check his own work.
19.	___	___	___	___	Usually comes to supervisor when he has no work to do.
20.	___	___	___	___	Is careful even when rushed.
21.	___	___	___	___	has good work habits; very little lost motion.
22.	___	___	___	___	Helpful in explaining routine of job to new employees.
23.	___	___	___	___	Applies himself wholeheartedly to his job.
24.	___	___	___	___	Quick to understand instructions.
25.	___	___	___	___	Conscientious of the value of time, equipment, tools & supplies.

THE ART OF GETTING ALONG

Sooner or later a man, if he is wise, discovers that life is a mixture of good days and bad; victory and defeat, give and take.

He learns that it doesn't pay to be a sensitive soul – that he should let some things go over his head like water off a duck's back.

He learns that he who loses his temper usually loses.

He learns that all men have burnt toast for breakfast now and then, and that he shouldn't take the other fellow's grouch too seriously.

He learns that carrying a chip on his shoulder is the easiest way to get into a fight.

He learns that the quickest way to become unpopular is to carry tales and gossip about others.

He learns that most people are human and that it doesn't do any harm to smile and say "good morning" even if it is raining.

He learns that most of the other fellows are as ambitious as he is, that they have brains that are as good or better, and that hard work, and not cleverness, is the secret of success.

He learns that it doesn't matter so much who gets the credit so long as the business shows a profit.

He comes to realize that the business could run along perfectly without him.

He learns to sympathize with the youngsters coming into the business, because he remembers how bewildered he was when he first started out.

He learns not to worry when he does not make a hit EVERY time, because experience has shown if he always gives his best his average will break pretty well.

He learns that the fellows are not any harder to get along with in one place than another, and that "getting along" depend about 98 percent on himself.

He learns that no man ever got to first base alone and that it is only through cooperative efforts that we move on to better things.

– Anonymous

Section 8. **CHANGING JOBS**

How to Make a Job Change

* Investigate job opportunities in another department of the same company.
* Find a new job before you leave your present one. – Job hunt on vacation time.
* Don't quit – "resign"
  - Give advance notice.
  - Help in the orientation of your replacement.
  - Thank the employer for past favors and your professional growth.
  - Graceful exits will give you a favorable source of reference.
  - May make it possible for you to return in the future.

Advantages Of Making a Job Change

* You don't have to live down a humble beginning.
* You start out with a clean slate.
* Present top salary could become base salary on the new job.
* More of a chance for advancement.
* May offer new opportunities for learning.

Disadvantages of Making a Job Change

* Reputation as a "Job Hopper".
* Lose Job tenure.
* Lose seniority rights.
* Have to make new adjustments.

IT IS NOT WISE TO
JOB - HOP

AVAILABLE TEACHING AIDS AND MATERIALS

1. Chan ning L. Bete Co. Inc., 45 Federal Street, Greenfield, Mass. 01301
   * Mini-Units – "YOUR ATTITUDE AND YOU" .25
   "SOCIAL SECURITY" .25
   * Learning Units – "AFTER HIGH SCHOOL WHAT" 1.00
   "ABOUT GETTING A JOB" 1.00

2. Curriculum Innovations, Inc., 501 Lake Forest Avenue, Highwood, Ill. 60040.
   * CAREER WORLD MAGAZINE – Monthly (in Student Personnel Office.)

3. Guidance Association, Harcourt, Brace & World, Pleasantville, N.Y., 10570.
   Film strips and records in Student Personnel office.
   *GETTING AND KEEPING YOUR FIRST JOB
   *YOUR JOB INTERVIEW

4. Indiana State Employment Service, has the following booklets available:
   * JOB HUNTING? – 18 helpful hints on "selling yourself" to an employer.
   * FOR GUYS AND GALS WHO ARE LOOKING FOR SUMMER JOBS!
   * YOU AND YOUR JOB . . . WHAT IT'S ALL ABOUT

5. The Interstate Printers and Publishers, Inc. Danville, Ill. 61833.
   * APPLYING FOR A JOB (A self-study guide for students – cards with questions and answers.)

6. Louisville Office of Employment Services, 600 W. Cedar, Louisville, Ky. 40203
   Phone 585-5911, ext. 338.
   * ANNUAL MANPOWER PLANNING REPORT (Clark & Floyd Counties)

7. New York Life Insurance Co., Starks Building, Louisville, Ky. Mrs. Utz, 589-3640
   Free booklets available:
   *MAKING THE MOST OF YOUR JOB INTERVIEW
   *WHY YOU SHOULD HAVE A WILL
   *WHY YOUNG MEN AND WOMEN SHOULD OWN LIFE INSURANCE
   *WHAT EVERY FAMILY SHOULD KNOW ABOUT LIFE INSURANCE

8. Psychologists and Educators, Inc., Sales Division, Suite 212, 211 W. State St., Jacksonville, Ill. 62650.
   JOB SUCCESS TIPS by William T. Martin, M.E.D.

9. Science Research Associates, Inc., Chicago, Illinois
   * KNOWLEDGE NEEDED TO OBTAIN WORK-WALLET REFERENCE GUIDE
   * SCHOOL SUBJECTS AND JOBS by John H. Brochard
   * HOW, WHEN, AND WHERE TO PROVIDE OCCUPATIONAL INFORMATION

10. Singer Education Division, Society for Visual Ed., Inc., 1345 Diversey Parkway, Chicago, Ill. 60614
    * JOB SURVIVAL SKILLS PROGRAM – (Film strips and cassettes) all are available at New Albany's Career Research Center.
      – SELF-CONCEPT AND EMPLOYMENT
      – YOU AND YOUR SUPERVISOR
      – YOU AND YOUR CO-WORKERS
      – JOB SEEKING SKILLS
      – PERSONAL APPEARANCE
      – RÉSUMÉ
      – APPLICATIONS
      – INTERVIEW

11. Superintendent of Documents, U. S. Government Printing Office, Washington, D.C. 20402
    * DO YOU WANT A JOB? – Booklet 10¢ each

12. United States Navy Recruiting Command – Free
    * STAY IN SCHOOL

13. United Transparencies Inc., P.O. Box 688 Binghamton, N.Y. 13902
    * Set of 15 "I WANT A JOB" Transparencies – $25.00

14. The University Publishing Co., Kansas City, Kansas
    * HOW TO MAKE AND KEEP FRIENDS (about manners written by teenage students for teenage students)

15. Whayne Supply Company, Louisville, Kentucky
    * HOW TO LAND THAT FIRST BIG JOB – Free

16. Cumberland Personnel Service, 3311 Mendon Road, Cumberland, R.I. 02864
    * HOW TO WIRTE AN EFFECTIVE RÉSUMÉ

17. PREPARING FOR AN INTERVIEW, by J. C. Penney Company

18. JOB TRAINING SUGGESTIONS FOR WOMEN AND GIRLS, U. S. Department of Labor

19. Job Applications, a selection available in the Student Personnel office.

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